



Colorado Water Conservation Board  
Federal Emergency Management Agency  
Cooperating Technical Community  
Mapping Activity Statement

**Agreement \_\_\_\_ - Letter of Map Change**

In accordance with the Cooperating Technical Community (CTC) Memorandum of Agreement dated August 16, 2000, between the CWCB and the Federal Emergency Management Agency (FEMA), Agreement \_\_\_\_\_ is as follows:

- 1. Objective and Scope:** The objective of this Mapping Activity is to revise a floodway analysis and to convert an existing floodplain study, recently completed by the U.S. Army Corps of Engineers, to a Letter of Map Revision that conforms with FEMA Flood Insurance Rate Map specifications. This Mapping Activity covers the conversion of approximately 20 stream miles of detailed floodplain delineations on the Cache La Poudre River into a map revision for NFIP purposes for the City of Greeley, Colorado. Revisions to the effective FIRM made through the proposed Letter of Map Change (LOMC) will be issued by FEMA.
- 2. Period of Performance:**  
The period of performance period will be in accordance with Agreement Article II.
- 3. Funding/Cost-Sharing:**
- 4. Standards:** The following documents will be referenced (where applicable) in the preparation of a Letter of Map Change for this Mapping Activity:
  - *Guidelines and Specifications for Study Contractors* (FEMA 37) available via the internet at [http://www.fema.gov/mit/tsd/EN\\_reg.htm](http://www.fema.gov/mit/tsd/EN_reg.htm).
  - *FEMA Forms MT-1 and/or MT-2*
  - *Base Map Standards for DFIRMs* (FEMA). This document provides minimum base map standards for DFIRMs. These include the following requirements for the DFIRM base map data:
    - cover the community(s) or county(s) completely;
    - be distributable by FEMA to the public;

- meet the minimum accuracy requirements outlined in the document; and
- include all required features

- *Digital Flood Insurance Rate Map (DFIRM) Specifications.* (FEMA is in the process of developing specifications for its new DFIRM product. Once those specifications are complete, they will apply to this Mapping Activity.) This document will provide information about graphic specifications for hardcopy DFIRM products as well as minimum standards for the DFIRM database that accompanies the mapping files, file formats, transfer media, etc. The "Basic DFIRM" tables and items in the DFIRM database apply; optional tables and items are not required.

**5. Products:** CWCB shall make the following products available:

- Quarterly status reports which include the percentage of work completed for this Mapping Activity, major accomplishments made during the quarter, any major problems encountered, and the resolution of any major problems encountered.
- Completed FEMA forms (MT-1 or MT-2) for the requested Letter of Map Change.
- A full report that describes the project in detail and summarizes the technical analyses. A complete set of plots of the revised floodplain/floodway for the study reach showing all required detail at the appropriate scales.

**6. Schedule and Milestones:**

**Milestone 1:** Upon completion, products for the first milestone will be provided to the FEMA Project Officer. These include:

- A hard copy of all plan and profile sheets for the existing floodplain study.
- Digital files of all hydrologic and hydraulic computer input/output files and related documents related to the study
- A hard copy of the existing floodplain information report for the study that describes the study results, assumptions, methods used in the analyses, and the general characteristics of the study area.

**Milestone 2:** Upon completion, products for the second milestone will be provided to the FEMA Project Officer. These include:

- Digital files for the revised hydraulic analyses with new floodway information
- Floodway data tables for the study reach
- Interim report on the assumptions and methods used in the revised floodway analysis

**Milestone 4 (Final Products):** Upon completion, final products will be provided to the FEMA Project Officer. These include:

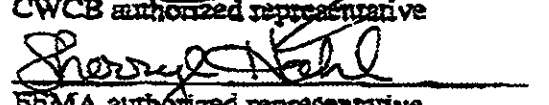
- A copy of the completed MT-1 or MT-2 FEMA forms for the requested Letter of Map Change
- A LOMC report to describe the project and to document the analyses completed for the LOMC.
- A set of diskettes or CD's containing all digital files related to the project.
- All necessary backup data required by FEMA TEC for the LOMC review.

7. **Certification:** The requested Letter of Map Change will be signed and sealed by a registered Professional Engineer (Corps of Engineers Project Manager or Project Engineer), and endorsed by the CWCB and the City of Greeley.
8. **Technical Assistance and Resources:** CWCB may obtain copies of FEMA-issued Letters of Map Change (LOMC), archived engineering back-up data, and data collected as part of the Five-Year Mapping Needs Assessment from FEMA's Mapping Coordination Contractor (MCC)/Technical Evaluation Contractor (TEC). The MCC/TEC may be contacted at 1 877 FEMA-MAP. General technical and programmatic information can be downloaded from FEMA's Flood Hazard Mapping web site ([www.fema.gov/mis/rsd/](http://www.fema.gov/mis/rsd/)). Specific technical and programmatic support may be provided through FEMA's MCC/TEC; such assistance should be requested through the FEMA Project Officer specified in Section 12 of this Mapping Activity Statement.
9. **Subcontractors:** The U.S. Army Corps of Engineers will be contracted to perform the necessary tasks related to this project. Any use of Federal funds provided as part of this Mapping Activity will comply with the requirements of 44 CFR 13.36.
10. **QA/QC Procedures:** Letter of Map Change data prepared for this Mapping Activity will be independently reviewed to ensure that all relevant FEMA requirements are met.
11. **Reporting:**  
Reporting requirements will be in accordance with Agreement Articles V & VI.
12. **Points of Contact:** The FEMA Project Officer is Dr. John Liou and the CTC's Project Manager is Tom Browning (CWCB) or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

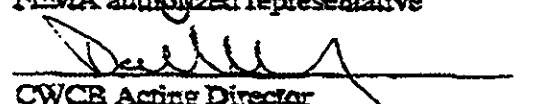
Each party has caused this Mapping Activity Statement to be executed by its duly authorized representatives.

  
CWCB authorized representative

9/11/00  
date

  
FEMA authorized representative

9/11/00  
date

  
CWCB Acting Director

9/12/00  
date

\* In States where statutory and/or regulatory requirements require the State's review and/or approval of new flood hazard data, the State will be a signatory to a community's Mapping Activity Statement.